



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

November 7, 2008

Dear School Administrators,

We will be offering a School-Wide Information System (SWIS) facilitator training as part of the 2009 MBI Summer Institute. As many of you know, SWIS is a Web-based software system for collecting and summarizing office discipline referrals in schools. The purpose of SWIS is to provide schools with accurate, efficient, practical information for decision-making about school-wide discipline.

The SWIS was developed to be an efficient, reliable and confidential strategy for managing office-discipline referral information. The SWIS can be used (a) for internal decision-making as schools improve their discipline practices, (b) for support plan design with individual students and their families, (c) for reporting to district, state, and federal agencies about school outcomes, and (d) as a method of collecting aggregated data across schools.

The data entered into SWIS are protected to ensure that only approved individuals from the school may access the database. Schools using SWIS sign a license agreement with the University of Oregon that includes an annual fee of \$250 per school per academic year. A discount is available for districts paying for 30 or more schools at one time. For more information about SWIS, you can check out their Web site - www.swis.org. We have attached a readiness checklist for you to determine what your school will need to have in place for implementation.

When deciding if you would like to send someone for facilitator training, there are some requirements. It is anticipated that a facilitator would work with more than one school.

Facilitators have been most effective if they come to training with the following:

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

1. A clear role and dedicated time (e.g., FTE) to work with multiple schools to build capacity in the use of information to improve the local social climate. On average, a SWIS Facilitator dedicates 40 hours per school over an academic year during the first year a school adopts SWIS. Time to support a school after the first year typically drops dramatically. The SWIS Facilitators work with as few as 5 schools, and as many as 30.
2. Experience in presenting workshops/training to teachers and/or administrators.
3. Computer skills that include use of a traditional word processing program (e.g., Word-Perfect, ClarisWorks), and use of a spread sheet (e.g., Excel, Quatro-Pro).
4. Experience working on the development of individual student and/or school-wide behavior support systems.
5. The ability and interest in helping other people (especially school-based teams) become more successful.

We will be offering this intensive training as part of the 2009 Summer Institute. If you send someone to take advantage of this opportunity, they must commit and attend all 3 days of the training. The training will be held on Tuesday, Wednesday, and Thursday. There would be no additional charge for this training as it will be part of the conference registration charge of \$240/person for individuals coming as part of a team or \$265 for individuals coming alone.

In order to bring the training to Montana, we will need a commitment from schools by February 28, 2009. If you are interested in sending a facilitator for training, please fill out the attached application and send it to:

Susan Bailey-Anderson
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501



Commitment to School-Wide Information System (SWIS)

We _____ School, make a commitment to incorporate the following essential components for SWIS and commit to the following:

- *Identify a school staff person to be a SWIS facilitator**
- *Pay the registration of \$265.00 for the training at the MBI Summer Institute**
- *Participate (facilitator) in the SWIS training at the MBI Institute, June 23-25, 2009 – Web site <https://toto.msu.montana.edu/cs/mbi> (available March 1, 2009)**
- *Define a clear role and dedicate time for the facilitator to work with multiple schools**
- *Sign a license agreement with the University of Oregon (annual fee of \$250.00 per school per academic year)**

Site Administrator/Principal
(required)

Date

District-Level Administrator
(required)

Date

MBI Facilitator
(required)

Date

Please return this form by February 28, 2009



Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501



SCHOOL/SWIS FACILITATOR CONTACT INFORMATION

Name: _____

Home Address: _____

School Address: _____

Telephone: (H) _____ (W) _____ Fax: _____

E-Mail: _____

Please return to:

Susan Bailey-Anderson, MBI Coordinator

Office of Public Instruction

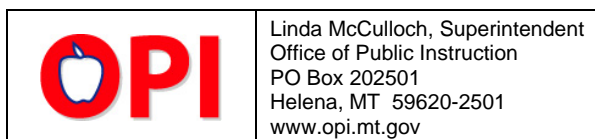
PO Box 202501

Helena, MT 59620-2501

Fax: (406) 444-3924

sbanderson@mt.gov

Please return this form by February 28, 2009



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Documentation Project

Readiness Checklist

Version 4.1

January 22, 2007

Anne W. Todd & Rob H. Horner

Intended Audience

SWIS™ Facilitators use the Readiness Checklist to prepare schools for SWIS™ compatibility prior to the licensing process.

Description

The Readiness Checklist is a list of ten requirements for obtaining a SWIS™ License Agreement.

Purpose of the Readiness Checklist

The Readiness Checklist outlines a list of ten requirements necessary for setting up a SWIS™ license and school account. Completing the ten readiness requirements ensures that a school will have all of the information, resources, structure and support needed to use SWIS™ efficiently and effectively.

Who uses the Readiness Checklist

The Readiness Checklist is used primarily by SWIS™ Facilitators to prepare schools for SWIS™ use. School teams can also use the Readiness Checklist to prepare for the use of SWIS™.

SWIS™ Readiness Checklist

SWIS™ Facilitator: _____

School: _____

Year: _____

Requirement	Tasks to Complete	Who will Complete	By When	Date of Completion
1. School-wide discipline is one of the top three goals for the school.				
2. Administrative support for the implementation and use of SWIS™ is available.				
3. A behavior support team exists, and they review referral data at least once a month.				
4. The school uses an office discipline referral form that is compatible with SWIS™ referral entry.				
5. The school has a coherent office discipline referral procedure that includes: <ul style="list-style-type: none"> a. definitions for behaviors resulting in office-managed vs. staff-managed referrals b. a predictable system for managing disruptive behavior 				
6. Data entry time is allocated and scheduled to ensure that office referral data will be current to within a week at all times.				
7. Three people within the school are identified to receive one, 2½ -3 hour training on the use of SWIS™.				
8. The school has computer access to the Internet, and one of the following web browsers (Internet Explorer 6.0 or higher for PC, Safari 1.0 or higher, Mozilla 1.5 or higher, Firefox 1.0 or higher, Netscape 7.0 or higher). <i>NOTE: IE not compatible with Windows 2000 or on Macs</i>				
9. The school agrees to on-going training for the team receiving SWIS™ data on uses of SWIS™ information for discipline decision-making.				
10. The school district agrees to provide a facilitator who will work with school personnel on data collection and decision-making procedures.				